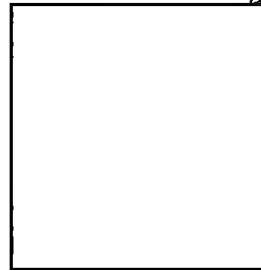


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MEMORANDUM FOR: Acting Chief, Fiscal Division
Chief, Finance Division
Chief, Budget and Fiscal Office, OSA-DD/S&T

SUBJECT: Special Coding of Travel Vouchers to Indicate Class
of Air Accommodations Utilized

REFERENCE: Memorandum from Comptroller to same addressees, dated
9 November 1962, Subject: Increased Use of Domestic
Air Accommodations for Official Travel

1. A change in Agency travel regulations, to be effective 16 December
1963, will require air travelers to utilize accommodations less costly than
first-class, with specified exceptions which are expected to be applicable
to a relatively small proportion of total air travel.

2. The revised regulations will provide specific criteria for identi-
fying circumstances in which first-class air accommodations may be authorized
or approved. Accordingly, it has been concluded that the coding requested by
reference should be discontinued, effective immediately.

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Acting Comptroller

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